

Mason County  
School Emergency Drills Documentation Form

<i>Reporting School:</i>	Scottville Elementary
<i>School Year:</i>	2014-2015
<i>Drill # for The School Year:</i>	4 of 3

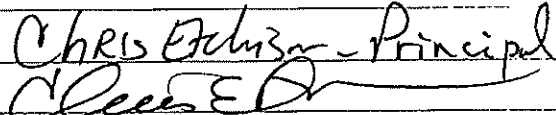
**Type of Drill:**

<input type="checkbox"/>	Fire Drill (6 required; 4 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year)
<input checked="" type="checkbox"/>	Lock Down/Shelter-In-Place (2 required)

**Time of Drill:**

<input checked="" type="checkbox"/>	During class time
<input type="checkbox"/>	In between classes/during class changes
<input type="checkbox"/>	Recess or lunch time
<input type="checkbox"/>	Other time when a significant number of the students are gathered but not in the classroom

<i>Date &amp; Time of Drill:</i>	2/10/15 9:00
<i>Time required to evacuate/shelter/secure personnel:</i>	Less than 1 minute
<i>Total Number of Participants:</i>	Entire Building
<i>Drill Remarks or Observations:</i>	

<i>Name &amp; Title of Person Conducting Drill:</i>	Chris Johnson - Principal
<i>Signature of Person Conducting Drill:</i>	

<i>Drill Coordinated With</i>	<i>Name &amp; Title</i>
<input type="checkbox"/> Emergency Management Coordinator:	
<input type="checkbox"/> Law Enforcement Agency:	
<input type="checkbox"/> Fire Department:	

Submit Completed Forms to the Mason County Emergency Management Office  
Fax 231-845-0911 or [emergency.management@masoncounty.net](mailto:emergency.management@masoncounty.net)

Sent to CBO  
Forwarded to Tech  
Forwarded to Emrg. Mgnt

**FAXED**  
~~8:45 AM~~

5/16/15 2:08:50 AM

MASON COUNTY CENTRAL (rev. 8/14)

MASON COUNTY

SCHOOL EMERGENCY DRILLS DOCUMENTATION FORM

Reporting School:	Victory Early Childhood Center
School Year:	2014/2015
Drill # for the School Year: (example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)	#6 Fire

Type of Drill:

\* Make Up 2/9/15 \*

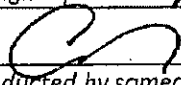
<input checked="" type="checkbox"/>	Fire Drill (5 required; 3 drills by December 1 <sup>st</sup> , 2 in the remaining school year.)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year, with 1 required in March)
<input type="checkbox"/>	Lock Down/Shelter-in-Place (3 required, with 1 due by December 1 and 1 due after January 1)

Time of Drill: \* At least one drill is required to not be during class time.

<input type="checkbox"/>	During class time
<input type="checkbox"/>	In between classes/during class changes*
<input checked="" type="checkbox"/>	Recess or lunch time* "Breakfast" "Arrival"
<input type="checkbox"/>	Other time when a significant number of the students are gathered but not in the classroom.

Date & Time of Drill:	3/4/15
Time required to evacuate/shelter/secure personnel:	32 seconds
Total Number of participants:	50

Drill Remarks or Observations:  
Did well

Name of School Principal (or designee):	Angela K. Taylor
Signature of School Principal:	
<i>If drill is conducted by someone other than school principal</i>	
Name & Title of Person Conducting Drill:	Angela K. Taylor

Drill Coordinated With

Name & Title

<input type="checkbox"/>	Emergency Management Coordinator:	
<input type="checkbox"/>	Law Enforcement Agency:	
<input type="checkbox"/>	Fire Department	

## MASON COUNTY

## SCHOOL EMERGENCY DRILLS DOCUMENTATION FORM

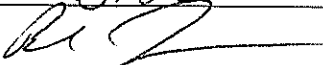
<b>Reporting School:</b>	MCC H.S.
<b>School Year:</b>	2014-15
<b>Drill # for the School Year:</b> (example: #3/5 Fire; ½ Tornado; 1/3 Lockdown)	2/3 Lockdown

**Type of Drill:**

<input type="checkbox"/>	Fire Drill (5 required; 3 drills by December 1 <sup>st</sup> , 2 in the remaining school year.)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year, with 1 required in March)
<input checked="" type="checkbox"/>	Lock Down/Shelter-in-Place (3 required, with 1 due by December 1 and 1 due after January 1))

**Time of Drill:** \* At least one drill is required to not be during class time.

<input checked="" type="checkbox"/>	During class time
<input type="checkbox"/>	In between classes/during class changes*
<input type="checkbox"/>	Recess or lunch time*
<input type="checkbox"/>	Other time <u>when a significant number of the students are gathered but not in the classroom.</u>

<b>Date &amp; Time of Drill:</b>	2/11/15
<b>Time required to evacuate/shelter/secure personnel:</b>	5 2 minutes
<b>Total Number of participants:</b>	400
<b>Drill Remarks or Observations:</b>	- external threat lockdown/secure mode
<b>Name of School Principal (or designee):</b>	Brad Jacobs
<b>Signature of School Principal:</b>	
<i>If drill is conducted by someone other than school principal</i>	
<b>Name &amp; Title of Person Conducting Drill:</b>	Brad Jacobs

**Drill Coordinated With****Name & Title**

<input type="checkbox"/>	Emergency Management Coordinator:	
<input type="checkbox"/>	Law Enforcement Agency:	
<input type="checkbox"/>	Fire Department	

Sent to CBO	_____
Forwarded to Tech	_____
Forwarded to Emrg. Mgnt	_____

MASON COUNTY CENTRAL (rev. 8/14)

MASON COUNTY  
SCHOOL EMERGENCY DRILLS DOCUMENTATION FORM

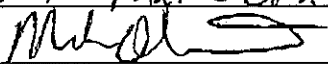
<b>Reporting School:</b>	Mason County Central Middle School
<b>School Year:</b>	2014-15
<b>Drill # for the School Year:</b> (example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)	#2/3 Lockdown

Type of Drill:

<input type="checkbox"/>	Fire Drill (5 required; 3 drills by December 1 <sup>st</sup> , 2 in the remaining school year.)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year, with 1 required in March)
<input checked="" type="checkbox"/>	Lock Down/Shelter-in-Place (3 required, with 1 due by December 1 and 1 due after January 1)

Time of Drill: \* At least one drill is required to not be during class time.

<input type="checkbox"/>	During class time
<input checked="" type="checkbox"/>	In between classes/during class changes*
<input type="checkbox"/>	Recess or lunch time*
<input type="checkbox"/>	Other time when a significant number of the students are gathered but not in the classroom.

<b>Date &amp; Time of Drill:</b>	2/11/15 9:30 am
<b>Time required to evacuate/shelter/secure personnel:</b>	1 min 10 sec
<b>Total Number of participants:</b>	3 275
<b>Drill Remarks or Observations:</b>	Hallways cleared quickly; Secure Mode
<b>Name of School Principal (or designee):</b>	Mark Olmstead
<b>Signature of School Principal:</b>	
<i>If drill is conducted by someone other than school principal</i>	
<b>Name &amp; Title of Person Conducting Drill:</b>	

Drill Coordinated With	Name & Title
<input type="checkbox"/> Emergency Management Coordinator:	
<input type="checkbox"/> Law Enforcement Agency:	
<input type="checkbox"/> Fire Department	

Sent to CBO \_\_\_\_\_  
 Forwarded to Tech \_\_\_\_\_  
 Forwarded to Emrg. Mgnt \_\_\_\_\_

2/23/15 12:42 PM  
 MASON COUNTY

MASON COUNTY CENTRAL (rev. 8/14)

SCHOOL EMERGENCY DRILLS DOCUMENTATION FORM

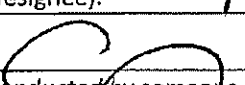
Reporting School:	Victory Early Childhood Center
School Year:	2014 (2015)
Drill # for the School Year: (example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)	#4 Tornado

Type of Drill: (Rescheduled from 2/19/15 snow day)

<input type="checkbox"/>	Fire Drill (5 required; 3 drills by December 1 <sup>st</sup> , 2 in the remaining school year.)
<input checked="" type="checkbox"/>	Tornado Safety Drills (2 required in the school year, with 1 required in March)
<input type="checkbox"/>	Lock Down/Shelter-in-Place (3 required, with 1 due by December 1 and 1 due after January 1)

Time of Drill: \* At least one drill is required to not be during class time.

<input type="checkbox"/>	During class time
<input checked="" type="checkbox"/>	In between classes/during class changes*
<input type="checkbox"/>	Recess or lunch time*
<input type="checkbox"/>	Other time when a significant number of the students are gathered but not in the classroom.

Date & Time of Drill:	2/23/15
Time required to evacuate/shelter/secure personnel:	12:39 pm 48 seconds
Total Number of participants:	50 +
Drill Remarks or Observations:	2 classrooms didn't close classroom doors will revisit plan before next drill
Name of School Principal (or designee):	Angela K Taylor
Signature of School Principal:	
If drill is conducted by someone other than school principal	
Name & Title of Person Conducting Drill:	Angela K Taylor

Drill Coordinated With	Name & Title
<input type="checkbox"/> Emergency Management Coordinator:	
<input type="checkbox"/> Law Enforcement Agency:	
<input type="checkbox"/> Fire Department	

Submit Completed Forms to Carla at CBO. All forms will be forwarded to Mason County Emergency Management by Carla.

Sent to CBD  
 Forwarded to Tech  
 Forwarded to Emrg. Mgnt

**MAILED**  
 845-10911 2/23/15  
 10:31 am

MASON COUNTY CENTRAL (rev. 8/14)

MASON COUNTY

SCHOOL EMERGENCY DRILLS DOCUMENTATION FORM

<b>Reporting School:</b>	Victory Early Childhood Center
<b>School Year:</b>	2014 / 2015
<b>Drill # for the School Year:</b> (example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)	# 4 Lockdown

Type of Drill:

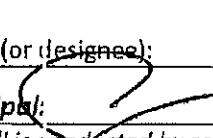
<input type="checkbox"/>	Fire Drill (5 required; 3 drills by December 1 <sup>st</sup> , 2 in the remaining school year.)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year, with 1 required in March)
<input checked="" type="checkbox"/>	Lock Down/Shelter-in-Place (3 required, with 1 due by December 1 and 1 due after January 1)

Time of Drill: \* At least one drill is required to not be during class time.

<input type="checkbox"/>	During class time
<input checked="" type="checkbox"/>	In between classes/during class changes*
<input type="checkbox"/>	Recess or lunch time*
<input type="checkbox"/>	Other time when a significant number of the students are gathered but not in the classroom.

<b>Date &amp; Time of Drill:</b>	2/23/15 10:02
<b>Time required to evacuate/shelter/secure personnel:</b>	10:02am - 10:23am
<b>Total Number of participants:</b>	SD +

Drill Remarks or Observations:

<b>Name of School Principal (or designee):</b>	Angela K Taylor
<b>Signature of School Principal:</b>	
<i>If drill is conducted by someone other than school principal</i>	
<b>Name &amp; Title of Person Conducting Drill:</b>	Angela K Taylor

Drill Coordinated With

Name & Title

<input type="checkbox"/>	Emergency Management Coordinator:	
<input type="checkbox"/>	Law Enforcement Agency:	
<input type="checkbox"/>	Fire Department	

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